

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale
Held on Tuesday, January 12, 2021 at 6:00 P.M.**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, January 12, 2021, at 6:00 P.M. via Zoom Video Conference.

CALL TO ORDER –Mayor Prud’homme-Bauer called the meeting to order at 6:00 P.M.

Town Council:

Mayor Robyn Prud’homme-Bauer
Councilmember Bill Regner
Councilmember Debbie Hunseder
Councilmember Marney Babbitt-Pierce
Councilmember Lisa O’Neill

Town Staff:

Town Manager Tracie Hlavinka
Public Works Director Maher Hazine
Community Development Director Ruth Mayday
Finance Director Kathy Cwiok
Human Resources Manager Annie Oddonetto
Parks and Recreation Manager Joni Westcott
Police Chief Randy Taylor
Town Clerk Mary Ellen Dunn

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to three minutes.

There was no public comment.

Organizational Reports – Reports regarding regional organizations submitted digitally for the following:

CAT – Cottonwood Area Transit – No report

VVTPO – Verde Valley Transportation Planning Organization – No report

NACOG - Northern Arizona Council of Governments – No report

NAMWUA - Northern Arizona Municipal Water Users Association – No report

VVREO – LRSPC - Verde Valley Regional Economic Organization’s Long Range Strategic Plan – No report

TPAC – Transportation Policy Advisory Council – Councilmember Regner submitted report

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held December 8, 2020.
- B. Claims** - List of specific expenditures made by the Town during the previous month. December 2020 check log and PPE dated .
- C. Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month's Board and Commission Meetings.
- Design Review minutes of meeting held December 2 and 9, 2020
Planning Commission Notice of Cancellation of meeting December 15, 2020
Parks and Recreation Commission Notice of Cancellation of meeting December 9, 2020
- D. Proclamation Supporting Increased Awareness Relating to Human Trafficking** – Approval of a proclamation supporting increased awareness relating to human trafficking. The United States Senate designated January 11th as National Human Trafficking Awareness Day and other organizations have designated January as Human Trafficking Awareness Month.
- E. Yavapai-Apache Nation Proposition 202 Gaming Funds Request** – Approval of a letter to the Yavapai Apache Nation requesting funds from the annual distribution of Proposition 202 gaming funds.
- F. Letter Of Support To The Economic Development Administration (EDA) On Behalf Of The Verde Valley Regional Economic Organization (VVREO)** – approval of a letter of support regarding conceptual design and pre-engineering grant application for broadband.

Action: Approve Consent Agenda items A – F as presented.

Motion: Councilmember Hunseder

Second: Councilmember Regner

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

NEW BUSINESS

CLARKDALE MAGISTRATE COURT UPDATE - A presentation by the Clarkdale Magistrate Court discussing recent updates regarding administration and operations.

Under the present Magistrate's employment contract, the Court is required to schedule a meeting with the Council on an annual basis to update the Council on the administration of the Court. Judge Lundy will discuss the state of the court, its accomplishments and future goals.

Action: Presentation only. No Council action is required.

LETTER TO CLARKDALE CITIZENS REGARDING JANUARY 6, 2021 EVENTS AT THE U.S. CAPITOL IN WASHINGTON, D.C. – Discussion and possible action regarding approval of a letter from the Clarkdale Common Council to the citizens of Clarkdale regarding the events of January 6, 2021 at the U.S. Capitol.

Stirred by the events of January 6, 2021 at the U.S. Capitol in Washington, D.C., members of Council are proposing a voice of unity by way of a letter to the citizens of Clarkdale addressing and encouraging civil discourse and engagement and condemning violence and intimidation.

Town Clerk Mary Ellen Dunn presented information on this agenda item to Council. Discussion followed.

Action: Council to choose whether or not to post this letter to the citizens of Clarkdale – Action then amended to: Council should not take up the question.

Motion: Councilmember O'Neill

Second: Councilmember Babbitt

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

APPOINTMENT OF VICE-MAYOR - Selection of a member of the Town Council to serve as the Vice-Mayor for a two-year term.

Pursuant to Section 2-2-2 of the Clarkdale Town Code, "At the first Regular Meeting after the general election, the Council shall designate one of its members as Vice Mayor, who shall serve at the pleasure of the Council. The Vice Mayor shall perform the duties of the Mayor during the Mayor's absence or disability".

Due to the number of new Council Members, it was determined that it would be in the best interest of the Town to delay the Vice Mayor appointment to allow Council additional time to acclimate.

Town Clerk Mary Ellen Dunn presented information on this agenda item to Council. Nominations were made and discussed.

Action: Appoint Debbie Hunseder as Vice-Mayor for a two-year term.

Motion: Councilmember O'Neill

Second: Mayor Prud'homme-Bauer

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

PROCEDURE TO REQUEST ITEM TO BE ADDED TO AGENDA – Discussion and consideration of written procedures for Council agenda items.

Historically, procedural issues have been handled at the administrative level, however with the large turnover in Council membership, Town administrative staff has determined it to be in the Town's best interest to address some matters at the Council level. One such matter is the procedure which focuses on placing items on the agenda. The following procedure, "Agenda Item Sponsorship", has been developed to clarify the steps that should be taken to place an item on the Council agenda in order to avoid confusion and ensure fairness to members of the public and members of the Council.

AGENDA ITEM SPONSORSHIP

If a **member of the public** wishes to add something to the Council meeting agenda, the following process is followed:

- The process to have an item placed on a Town Council Agenda begins by contacting a Town Council Member. A Town Council Member may be contacted via email or phone. Current Council Members contact information can be found on our website at www.clarkdale.az.gov
- Once a Town Council Member has agreed to sponsor your item, you may print or pick up at Town Hall the **REQUEST FOR A COUNCIL MEMBER TO SPONSOR AN ITEM ON A TOWN COUNCIL AGENDA** form and fill it out completely. The completed Request must be submitted to the Town Clerk's Office at least fourteen (14) days prior to the Town Council Meeting for which the request is made.
- Please remember: Requests **must be sponsored by at least one (1) member of the Town Council** to be placed on the agenda.

If a **Council Member** wishes to add an item to the Council meeting agenda, the following processes should be followed:

- **During a Council Meeting:** At the "Future Agenda Items" section of a meeting, a Council member may move to have the Town Manager add a new agenda item to a future agenda. Upon concurrence and second of one other Council Member and/or the Mayor, the item shall be added no later than two meetings from the meeting in which the item was requested and confirmed by at least two votes.
- **Outside of a Council Meeting:** A written request (including an email request) must be sent to the Town Manager. The Town Manager may have further information on the matter and agree to send forward to the Mayor for consideration or the item may be handled in another manner, i.e., administratively.
- If the Mayor does not consent to adding the item to the agenda, the Town Manager or Town Clerk may forward the request to another Councilmember for sponsorship.
- The Town Manager and the Mayor will discuss the preliminary agenda and send final approval/deletions to the Town Clerk for production at least 7 days prior to the Council meeting. All supporting paperwork must be presented by the Council member requesting placement of the agenda item to the Town Manager and Mayor with the request. This facilitates packet production and creation of staff report.
- The requesting council member also must keep the Town Manager updated on any changes in the information provided for the agenda item prior to the council meeting.

Town Clerk Mary Ellen Dunn presented information on this agenda item to Council. Discussion followed.

Action: Move to table the item until staff receives advice from the State Attorney General regarding Open Meeting Law violation issues.

Motion: Councilmember Regner

Second: No second offered

Action: Approve the administrative procedures developed for placing items on the Council's agenda as written.

Motion: Councilmember Babbitt-Pierce

Second: Councilmember O'Neill

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Nay

NOTICE OF INTENT TO SET FEES FOR POLICE REPORTS - Discussion and possible action regarding Notice of Intent to set fees for Police Reports-Noncommercial Use and Police Reports Digital Media-Noncommercial Use.

Police Reports-Noncommercial Use Fee:

The current fee of \$0.25 per page does not cover the cost of researching and processing report requests. In addition, charging by the page makes the total cost difficult to estimate in advance for requesters. The proposed fee of \$5.00 for the first 20 pages and \$5.00 for each set of up to 20 pages thereafter is a reasonable fee for the cost of time, equipment, and personnel used in fulfilling the request and is comparable to the fees charged by other Verde Valley police departments.

Reports are provided electronically when possible. Crime victims under A.R.S. 39-127 are exempt from this fee.

Police Reports Digital Media-Noncommercial Use Fee:

There is no current fee for researching and processing requests for police digital media including body camera and audio recordings and photographs. The current fee schedule only allows \$0.25 per page fee for copies of police reports. This fee is not applicable to digital media not divisible into "pages" and which often must be copied onto DVD, requiring a significant amount of researching and processing time as well as the cost of the DVD and postage. The proposed fee of \$20, plus \$65 per hour if redaction is required, is a reasonable fee for the cost of time, equipment, and personnel used in fulfilling the request and is comparable to the fees charged by other Verde Valley police departments.

Digital media are provided electronically when possible; however, the size of the files often require providing the media on DVD. Crime victims under A.R.S. 39-127 are exempt from this fee.

Legal Requirement:

As part of the Fee Adoption Process, a Notice of Intent is required to be posted by the Town Clerk on the Town Website no less than 60 days prior to the Council Meeting adopting the Fee Resolution (currently scheduled for January 12, 2021). Additionally, the Notice of Intent will be placed in our Social Media platforms no later than January 26, 2021, and published in the newspaper on January 17 and 24, 2021. The fee Resolution is scheduled for adoption on the February 9, 2021 Council agenda for adoption.

A copy of the documents required in support of the fees are attached for reference.

Each Notice of Intent needs to be approved individually.

Police Chief Randy Taylor presented information on this agenda item to Council.

Action: Approval of the Notice of Intent to:

1. **Set Police Reports-Noncommercial Use Fees as proposed.**
2. **Set Police Reports Digital Media-Noncommercial Use Fees as proposed.**

Motion: Vice Mayor Hunseder**Second: Councilmember O'Neill****Vote:**

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

NOTICE OF INTENT TO INCREASE VERDE RIVER @ CLARKDALE OUTFITTER LICENSING FEES - Discussion and possible action regarding Notice of Intent to increase Verde River @ Clarkdale Outfitter licensing fees for the Town of Clarkdale.

Current fees for outfitter licensing were set in April of 2014:

VERDE RIVER @ CLARKDALE OUTFITTER LICENSING FEES (Effective 5/13/14)	
One Time Events – per customer	\$5.00
Annual Fee	\$3,000.00 – plus \$5.00 per customer in excess of 600 customers annually

In recent years, Council has directed staff to create a sustainable enterprise with regard to the Verde River @ Clarkdale resource. In an effort to assist with this challenge, staff is proposing a fee increase to \$8 per customer in order to improve the revenue intake for the Verde River @ Clarkdale project.

Justifications for the increase include:

No increase in fees since 2014

Increased River Ambassador hours/pay

Increased maintenance/operations costs

Decrease Prop 202 funds currently needed to support VR@C budget

The fee increase has been proposed to the current licensed outfitters and staff has received Letters of Interest for the 2021 season from two of the three.

Legal Requirement:

As part of the Fee Adoption Process, a Notice of Intent is required to be posted by the Town Clerk on the Town Website no less than 60 days prior to the Council Meeting adopting the Fee Resolution (currently scheduled for February 9, 2021). Additionally, the

Notice of Intent will be placed in our Social Media platforms no later than January 26, 2021, and published in the newspaper on January 17 and 24, 2021. The fee Resolution is scheduled for adoption on the February 9, 2021 Council agenda.

Parks and Recreation Manager Joni Westcott presented information on this agenda item to Council.

Action: Approval of the Notice of Intent to increase Verde River @ Clarkdale Outfitter Licensing fees to \$8 per customer.

Motion: Vice Mayor Hunseder

Second: Councilmember Babbitt-Pierce

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

UPDATE REGARDING THE 2020 TOWN COUNCIL WORK PLAN – Staff provides progress report on the work plan developed as a result of the Strategic Planning session for 2020.

The Town Council and Staff conducted an annual Strategic Plan Meeting to determine priorities, goals and objectives on November 5, 2019. During this meeting, the Town Manager conducted a SWOT analysis to identify strengths, weakness, opportunities and threats. Several priorities were determined from the analysis, which then became goals for the staff and Town Council. The goals are as follows:

- Goal 1) Enhance the quality of life for Clarkdale residents
- Goal 2) Continue leadership roles in collaborative efforts in the region
- Goal 3) Recognize and preserve Clarkdale's history
- Goal 4) Maintain a quality workplace for employees
- Goal 5) Maintain transparency
- Goal 6) Enhance marketing, communication and economic development for Clarkdale

A document was then created to include objectives to each goal and action items. This document is the 2020 Town Council Work Plan. The Town Manager gave the first Work Plan update to the Town Council on May 14, 2020 and the second update on August 25, 2020. It is now time for the third update to Council. The recent updates over the last three (3) months has been noted in purple on the document. Please note, updates are provided for only the action items addressed during this quarter.

The Town Council will conduct a Strategic Planning Meeting in February where a final Work Plan document will be presented. During this meeting, Town Council will discuss

future priorities. A new Work Plan document will then be brought before Council for adoption for the coming year.

Town Manager Tracie Hlavinka provided the Work Plan information to Council and discussion followed.

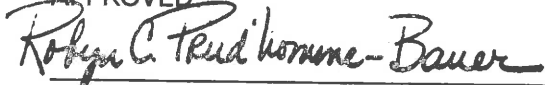
Action: No action is necessary.

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.

Strategic Planning session set for February 16, 2021 from 9 a.m. to 5 p.m.

ADJOURNMENT: Without objection Mayor Prud'homme-Bauer adjourned the meeting at 8:17 P.M.

APPROVED:



Robyn Prud'homme-Bauer, Mayor

ATTESTED/SUBMITTED:



Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 12th day of January, 2021. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 10th day of February, 2021.

SEAL



Mary Ellen Dunn, Town Clerk